

ACES Notification #76

ATTENTION: ACES Account Administrators

As Account Administrator for your agency, you must disable the accounts of persons who leave your agency or who otherwise no longer need access to ACES. CalPERS requests that each Account Administrator review their agency's list of ACES users, and disable all accounts of employees who no longer need access to ACES.

Remember, because ACES is accessible from any computer with Internet capability, users with active accounts who leave your agency *will continue to have access to your employees' confidential information until their account is disabled*. CalPERS appreciates your cooperation in ensuring that **information security is a top priority**.

For instructions on how to disable a user account, refer to the "Account Administrator" section of your *ACES User Guide*. Once you have disabled an account, fill out and submit to CalPERS the [Delete "ACES User Access" Form \(AESD-42\)](#), located at the back of the "Account Administrator" section of your *ACES User Guide*, and on the ACES website.

Most importantly, please remember to keep a copy of **all** [Delete "ACES User Access" Form \(AESD-42\)](#) and [Employer User Security Agreement \(AESD-43\)](#) forms on file at your agency, as they are vital to the success of your next records audit.

Lastly, for your convenience, both the AESD-42 and AESD-43 forms may now be filled in online and printed from your computer.

If you have questions or need assistance, please call the CalPERS Employer Contact Center toll-free at (888) CalPERS (225-7377).